



## **Guide for E-Grants Applications/Amendments** **"Returned for Changes"**

**Pop-up Blockers:** It is critical that blockers be turned off to have the program operate properly. Use the link below for instructions on how to disable pop-up blockers, if the Review Summary/Checklist does not open.

[http://www.hotcomm.com/FAQ/FAQ\\_popups.asp](http://www.hotcomm.com/FAQ/FAQ_popups.asp)

### **Rejected Application/Amendment Instructions:**

- Log into E-Grants and select the appropriate program from the menu list (e.g. ESEA/NCLB Consolidated)
- Click the radio button to select the application/amendment with status of "Returned for Changes".
- Select the Review Summary button on the Application Select page.
  - A table opens which shows the sections that have been accepted or rejected by OPI staff.
  - Click the radio button to select a section that has been "rejected".
  - Select Review Checklist and comments page will open; print for reference.
- Close this view (Application pages will display)
- Click the Page Lock Control tab. The *Page Review Status* page opens.
- Select the "Expand All" checkbox to display all pages.
- Pages marked OPEN in the *Page Status* column are the pages needing update.
- If you need to make changes to pages marked LOCKED, click "Open Page for Editing" checkbox by that page. OPI review of the application upon resubmission will require review of all pages that are OPEN upon submission.
- **SAVE THE PAGE!!!**

*Note: If the application pages are "open for editing" on the Page Review Status page, but the pages appear to still be "locked", go to the Submit Page and click "Unlock Application".*

- Make changes as required to the application pages. Save each page that is modified.
- Run the consistency check.
- Submit the modified application for review by OPI.

